

[Your Name]
[Your Home Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Re: Notice of Voluntary Resignation and Request for Severance Agreement

Dear [Recipient Name],

Please accept this letter as formal notification that I am resigning from my position as [Your Job Title] at [Company Name], effective [Your Last Day of Employment].

I have decided to step down to pursue [reason, e.g., new opportunities/personal endeavors]. I am committed to ensuring a smooth transition of my responsibilities during my notice period and will assist in the handover process to my successor or designated team members.

Pursuant to my executive employment agreement dated [Date of Contract] and the company's established policies, I would like to initiate a discussion regarding my severance package. Based on my tenure and contributions to the company, I am requesting that we formalize a separation agreement that includes:

- [Number] months of base salary continuation.
- Pro-rated bonus payment for the current fiscal year.
- Extension of health insurance benefits (COBRA) for [Number] months.
- Immediate vesting of [Number] shares/options of [Company Stock/Equity].
- Outplacement services support.

I value the time I have spent with [Company Name] and wish the organization continued success. I look forward to finalizing the details of my departure and the severance agreement by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]